

### Missing or Damaged Item Report Form

Vendor \_\_\_\_\_ Contact # \_\_\_\_\_

Purchase Order Number \_\_\_\_\_ Purchase Date \_\_\_\_\_

Missing item(s): \_\_\_\_\_ Damaged item(s): \_\_\_\_\_  
(Description or Item #) (Description or Item #)

Missing item(s): \_\_\_\_\_ Damaged item(s): \_\_\_\_\_  
(Description or Item #) (Description or Item #)

Vendor Representative Name \_\_\_\_\_

How will situation be rectified? \_\_\_\_\_ Confirmation # \_\_\_\_\_  
\_\_\_\_\_ Staff Initials \_\_\_\_\_

Staple this form to original purchase order (or packing slip).

Initial here \_\_\_\_\_ when missing or damaged items are replaced/received.

Fill out 'Import/Export' Log when item has been processed into the collection.

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Brown/Lehman

Last modified 4/29/12